



**PAMANTASAN NG LUNGSOD NG MAYNILA**  
*(University of the City of Manila)*  
 Intramuros, Manila

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

POSITION	SG	OFFICE/COLLEGE	ITEM NO. (Budget Year 2014)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Chief Accountant	24	Accounting Office	848	Masteral Degree	4 years in position/s involving management and supervision	24 hours of relevant training in management and supervision	RA 1080
Administrative Assistant V	11	Office of the University Registrar	682	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Registrar I	11		674	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Supply Officer II	14	Procurement Office	902	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Executive Assistant II	17	Office of the University Legal Counsel	103	Bachelor's degree	1 year of relevant experience	4 hours of training	Civil Service (Professional)/ Second Level Eligibility

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant IV	10	College of Medicine	608	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Laboratory Technician II	8		614	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ Laboratory Tech, (MC 11,s-96 Cat. II)/ First Level Eligibility
Human Resource Management Assistant I	8	HRD Office	138	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant VI	12		133	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Physical Therapist II	15		College of Physical Therapy	467, 468	Bachelor's degree in Physical Therapy	1 year of relevant experience	4 hours of relevant training
Executive Assistant V	24	Office of the Executive Vice President	30	Bachelor's degree	4 years of experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant IV	10	Office of the Executive Vice President	34, 35	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Utility Worker II	3		39	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Administrative Assistant I (Audio Visual Equipment Operator III)	7	University Guidance Center	703	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 11, s. 96- Cat. III)